

Retention and Classification Report

Agency: Washington County (Utah). County Recorder (1325)

87 North 200 East, #101
St. George, UT 84770
634-5709

Records Officer

23554	Abstracts (Saint George)
23670	Abstracts (mines)
16432	Abstracts (sectional land)
23731	Abstracts (subdivisions)
23555	Abstracts (towns)
23771	Abstracts index (sectional land)
23718	Abstracts index (towns)
23693	Abstracts name index
23286	Deeds (Saint George)
23262	Deeds (Washington)
23705	Federal tax lien index
82622	Fee and entry books
82703	Grantee indexes
82704	Grantor indexes
23732	Judgment transcript index
21883	Land sale record book
23730	Mining claims indexes
23680	Mining plats
23468	Miscellaneous records index
23518	Oaths of office and bonds
23691	Official and subdivision maps
07067	Official records
83898	Plat maps
23685	Powers of attorney index
23251	Water certificates and deeds
82708	Water claims index

AGENCY: Washington County (Utah). County Recorder

SERIES: 23670

4

TITLE: Abstracts (mines)

DATES: 1875-

ARRANGEMENT: By order of entry.

DESCRIPTION:

The Washington County recorder kept an abstract of mining claims. For each mining claim (or mill site) he made a chronological list of official activity. These actions include, but are not limited to, notices of location, proof of labor, deeds conveying interest or part interest to another party, and leases. The recorder generally began keeping an abstract when some official action involved the claim subsequent to original recording of location notice. In this record he included the name of the claim, the names of locators, and identified a mining district. He indicated the date of original location and where and when the notice was recorded. In the list of actions involving the claim, he included the names of grantee and grantor, the kind of instrument (or action), dates for recording and possibly additional details.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1875 and continuing to the present. Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1875 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23670

TITLE: Abstracts (mines)

(continued)

Paper: Retain in Office permanently after being microfilmed.

APPRAISAL:

Historical

The mining abstracts contain summary historical information by mine for mining claims in Washington County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23554

4

TITLE: Abstracts (Saint George)

DATES: 1862-

ARRANGEMENT: Sequential by plat letter, thereunder numerical by block number.

DESCRIPTION:

County recorders are required by Utah law to keep abstract records, which show by tract, every conveyance, encumbrance or other recorded document pertaining to land within the county (Utah Code Annotated, 1953, 17-21-6). Each abstract entry indicates the kind of document, notes the dates it was created and filed, and names a grantee and grantor. It contains a legal description of the property and identifies a location in terms of plat, block and lot number. Abstract entries indicate where transactions were acknowledged, name the acknowledging officer, indicate when the entry was made in the abstract book, and tell the book and page where documents were recorded. The entries in Abstract Book A, Abstract Book A 1, and Abstracts: Saint George, chronicle documents relating to town lots in the city of Saint George. Abstract Books A and A 1 contain entries for Hurricane and Santa Clara as well.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/01/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1862 through 1992. Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23554

TITLE: Abstracts (Saint George)

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in Office permanently.

Computer data files: For records beginning in 1993 and continuing to the present. Retain in Office permanently.

APPRAISAL:

Historical Legal

Saint George abstracts historically document property ownership for each town lot in the city.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 16432

4

TITLE: Abstracts (sectional land)

DATES: 1874-

ARRANGEMENT: Geographical: range 10-20, thereunder township 37-43, and thereunder section 1-36.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

County recorders are required by Utah law to keep abstract records which show by tract, every conveyance, encumbrance or other recorded document pertaining to land within the county (Utah Code, Annotated, 1953, 17-21-6). Abstract Books B-B 4 and Abstracts: Sectional Land Range 10-20 provide a chronological history of ownership and encumbrances for all land in Washington County which lies outside of community surveys. Abstract entries indicate the type of document, note the dates it was created and filed, and name a grantee and grantor. They include a legal description of the property and indicate its location within the section. Abstract entries report where a transaction was acknowledged, name the acknowledging officer, tell when the entry was made in abstract, and indicate the book and page number where deeds or other documents were recorded.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/01/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1874 through 1992. Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 16432

TITLE: Abstracts (sectional land)

(continued)

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 1993 and continuing to the present. Retain in Office permanently.

Microfiche duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

This retention is based upon UCA 17-21-1. Abstract Books are permanent and open to the public. They provide essential information on the history of land ownership in Utah.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23731

3

TITLE: Abstracts (subdivisions)

DATES: 1960-

ARRANGEMENT: alphabetical.

ANNUAL ACCUMULATION:

DESCRIPTION:

These books contain abstract records for subdivisions in Washington County. A chronological history of official transactions for each lot in each subdivision includes the following information: date of filing, book and page where recorded, grantor, grantee, kind of instrument, and a description of the lot.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 1.

AUTHORIZED: 06/10/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1960 through 1992. Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23731

TITLE: Abstracts (subdivisions)

(continued)

Computer data files: For records beginning in 1993 and continuing to the present. Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23555

4

TITLE: Abstracts (towns)

DATES: 1863-

ARRANGEMENT: By community, thereunder by block number.

ANNUAL ACCUMULATION:

DESCRIPTION:

County recorders are required by Utah law to keep abstract records, which show by tract, every conveyance, encumbrance or other recorded document pertaining to land within the county (Utah Code, Annotated, 1953, 17-21-6). Each abstract entry indicates the kind of document, notes the dates it was created and filed, and names a grantee and grantor. It contains a legal description of the property and identifies a location in terms of plat, block and lot number. Abstracts report where transactions were acknowledged, name acknowledging officers, indicate when entries were in the abstract and tell the book and page number where deeds or other documents were recorded. Entries in Abstract Books D and D 1 were later carried forward in Abstracts: Towns. These records provide a chronological history of ownership and encumbrances for each town lot within Washington County communities other than the city of Saint George, with the exception that abstracts for Hurricane and Santa Clara begin in books A and A 1, but are later carried forward in Abstracts Indexes: Towns.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/01/2015

AGENCY: Washington County (Utah). County Recorder

SERIES: 23555

TITLE: Abstracts (towns)

(continued)

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in Office permanently.

Computer data files: For records beginning in 1992 and continuing to the present. Retain in Office permanently.

APPRAISAL:

Historical

This series provides a chronological history of land ownership in Washington County communities.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23771

4

TITLE: Abstracts index (sectional land)

DATES: 1874-

ARRANGEMENT: Numerical by range, thereunder numerical by township.

ANNUAL ACCUMULATION:

DESCRIPTION:

The county recorder created an index to identify page numbers in Abstract Books B-B 4 in which he entered abstracts for land in each section in Washington County townships. References cite page numbers in abstract books where entries were made for that section.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in Office permanently.

Paper: For records beginning in 1874 through 1992. Retain in Office permanently.

Computer data files: For records beginning in 1993 and continuing to the present. Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23771

TITLE: Abstracts index (sectional land)

(continued)

APPRAISAL:

Historical

This index provides access to early abstracts for sectional land.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23718

4

TITLE: Abstracts index (towns)

DATES: 1862-

ARRANGEMENT: By community, thereunder by plat, thereunder by block.

ANNUAL ACCUMULATION:

DESCRIPTION:

The county recorder created an index to identify page numbers in Abstract Books D-D 1, and Abstract Books A-A 1, in which he entered abstracts for each block in Washington County's surveyed communities. The index also indicates which book the block was carried forward to in City (Saint George) or Abstracts: Towns 1-4.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/01/2015

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in Office permanently.

Computer data files: Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23718

TITLE: Abstracts index (towns)

(continued)

Paper: For records beginning in 1862 through 1992. Retain in Office permanently.

APPRAISAL:

Historical

This index provides access to the abstracts for Washington County communities.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23693

4

TITLE: Abstracts name index

DATES: 1862-

ARRANGEMENT: Alphabetical by first letter of surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Washington County recorder created a name index to individuals whose names appear in abstract record books. This index consists of a list of the names followed by a running list of the book and page numbers where entries were made in the abstracts involving that individual.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 06/01/2015

FORMAT MANAGEMENT:

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1862 through 1992. Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

Microfiche duplicate: Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23693

TITLE: Abstracts name index

(continued)

Computer data files: For records beginning in 1993 and continuing to the present. Retain in Office permanently.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23286

4

TITLE: Deeds (Saint George)

DATES: 1874-1954

ARRANGEMENT: Chronological by date recorded.

ANNUAL ACCUMULATION:

DESCRIPTION:

In March 1867, Congress passed "Act for the Relief of the Inhabitants of Cities and Towns upon the Public Lands" (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XIV, chap. CLXXVII), which established county probate judges or mayors as intermediaries who would distribute land and adjudicate ownership for individuals living in surveyed communities on the public domain. As the Washington County probate court proceeded to follow this direction, the county recorder established a new set of deeds books for the city of Saint George. The first records in these books are conveyances from the federal government to the mayor of Saint George followed by conveyances from the mayor to individual claimants (Deed Book F). Thereafter, the deed books contain a wide variety of documents relating to real property in Saint George or the immediate vicinity. The documents in these books include warranty or quit claim deeds conveying property from one individual to another. They contain patents, desert land and homestead certificates validating individual homesteads or purchases in the public domain, and state land certificates issued to those who purchased state land. They contain tax deeds and sheriff's deeds chronicling the sale of property for unpaid taxes or debts. Whenever the 5th District Court settled an estate or otherwise adjudicated a land related issue, the court decree was also recorded in the deed books.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1874 through 1954.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1874 through 1954.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23286

TITLE: Deeds (Saint George)

(continued)

Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

These records document settlement and land ownership in Saint George.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23262

4

TITLE: Deeds (Washington)

DATES: 1875-1949

ARRANGEMENT: Chronological by date recorded.

ANNUAL ACCUMULATION:

DESCRIPTION:

In March 1867, Congress passed "An Act for the Relief of the Inhabitants of Cities and Towns upon the Public Lands" (Statutes at Large, Treaties, and Proclamations, of the United States of America, vol. XIV, chap. CLXXVII), which established county probate judges as intermediaries to distribute land and adjudicate ownership for individuals living in surveyed communities on the public domain. As the Washington County probate court proceeded to follow this direction, the county recorder established a new set of deeds books for Washington City and Harrisburg. The first records in these books are conveyances from the federal government to the probate judge followed by conveyances to individual claimants in these communities (Deed Book H). Thereafter, the documents in this series include a wide variety of deeds and other land related documents. Deed Book H also contains mining deeds and notices of location for the Harrisburg mining district. All books in this series contain court decrees relating to estate settlements, preemption and homestead certificates conveying land to individuals from the United States government, and state land certificates conveying land to individuals from the State of Utah. Washington deed books also include a few miscellaneous records such as powers of attorney, affidavits of identity, and bishop's certificates . Deed Record Book R 2 and R 3 contain numerous tax deeds, in which property was sold to recoup delinquent taxes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1875 through 1949.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1875 through 1949.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23262

TITLE: Deeds (Washington)

(continued)

Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

These records document settlement and land ownership in the Washington area of Washington County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23705

3

TITLE: Federal tax lien index

DATES: 1948-

ARRANGEMENT: alphabetically and thereunder chronologically.

ANNUAL ACCUMULATION:

DESCRIPTION:

Utah county recorders are required to record notices of liens for taxes payable to the United States as well as certificates discharging those liens. They are further required to keep an alphabetical index showing the name and residence of delinquent tax payers, the amount owed in tax, penalties and interest, and the date the notice was recorded (Utah Code, Annotated, 1953, 38-6-1,2). This Washington County index also includes the notes about when the lien was discharged.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1948 through 1988.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1948 through 1988.
Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 82622

4

TITLE: Fee and entry books

DATES: 1888-1983

ARRANGEMENT: Numerical by file number with numbers assigned chronologically.

ANNUAL ACCUMULATION:

DESCRIPTION:

Since 1888, Utah law has required that each county recorder keep an "entry book," in which he must immediately report in order every document he records. (Laws of the Territory of Utah, 1888, chapter XLIX, section 1). Each entry in the Washington County fee and entry books has been assigned a corresponding consecutive file number. Each entry names the parties involved, indicates the kind of transaction (or kind of instrument), and provides a legal description of the property involved. Each entry gives the date the document was created and the date and time it was recorded. It reports book and page numbers where documents were recorded in deed or other official record books, and indicates the amount of the fee paid for the recording.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1888 through 1983.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1888 through 1983.
Retain in State Archives permanently with authority to weed.

AGENCY: Washington County (Utah). County Recorder

SERIES: 82622

TITLE: Fee and entry books

(continued)

APPRAISAL:

Historical Legal

This series provides a list of all instruments recorded by the Washington County recorder after 1888.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 82703

4

TITLE: Grantee indexes

DATES: 1888-1983

ARRANGEMENT: Grouped alphabetically and arranged chronologically thereunder.

ANNUAL ACCUMULATION:

DESCRIPTION:

Utah law requires that each county recorder shall keep a grantee index, which references all deeds and final judgments affecting the title or possession of real property. This index must include the following information, date of filing, kind of instrument, number of instrument, consideration, book and page number where recorded, and a brief description of the premises (Utah Code, Unannotated, 1988, 17-21-6). This law, enacted by the Territorial Legislature in 1888, prompted the Washington County recorder to begin keeping this index (Laws of the Territory of Utah, 1888, chapter XLIX, section 7). The grantee indexes provide access to a wide variety of documents relating to land ownership, such as deeds, mortgages, notices, affidavits, mining claims and patents. The recorder also used this index to reference some documents not related to land ownership. These include military discharges, bonds and oaths of office.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1888 through 1983.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1888 through 1983.
Retain in State Archives permanently with authority to weed.

AGENCY: Washington County (Utah). County Recorder

SERIES: 82703

TITLE: Grantee indexes

(continued)

APPRAISAL:

Historical

This index provides access to numerous documents recorded by the Washington County recorder.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 82704

4

TITLE: Grantor indexes

DATES: 1888-

ARRANGEMENT: Grouped alphabetically and arranged chronologically thereunder.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Utah law requires that each county recorder shall keep a grantor index, which indexes all deeds and final judgments affecting the title or possession of real property. The index must include: grantor's or seller's name in alphabetical order, grantee's name, date of the instrument, date of filing, kind of instrument, number of instrument, consideration, book and page where recorded, and a brief description of the premises (Utah Code, Unannotated, 1988, 17-21-6). This law, enacted by the Territorial Legislature in 1888, prompting the Washington County recorder to begin keeping this index (Laws of the Territory of Utah, 1888, chapter XLIX, sec 7). The grantor index provides access to a wide variety of documents relating to land ownership, including deeds, mortgages, affidavits, decrees, mining claims, and patents. The recorder also made reference to some documents not related to land, including military discharges, bonds and oaths of office.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1888 through 1983.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1888 through 1983.
Retain in State Archives permanently with authority to weed.

AGENCY: Washington County (Utah). County Recorder

SERIES: 82704

TITLE: Grantor indexes

(continued)

APPRAISAL:

Historical

This index provides access to the many records kept by the Washington County recorder subsequent to 1888.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23732

3

TITLE: Judgment transcript index

DATES: 1896-

ARRANGEMENT: Alphabetical by initial letter of surname of debtor, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an index to judgments made on debtors. The records are sent to the recorder's office from several different courts and are filed with the recorder. They are maintained as an official record of all judgments. The information includes judgment debtors, judgment creditors, amount of judgment, where recorded, when recorded, when filed, when satisfied, and remarks.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 06/10/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The index has administrative and historic value and facilitates clerical management of and access to case files. The permanent disposition of the case files is based on their historical, administrative, and legal value.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23732

TITLE: Judgment transcript index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 21883

3

TITLE: Land sale record book

DATES: 1898-1923

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Records of land sales occurring in the county.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on research value of records documenting very old land sales (1898 - 1923) in the County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23730

3

TITLE: Mining claims indexes

DATES: 1970-

ARRANGEMENT: alphabetical

ANNUAL ACCUMULATION:

DESCRIPTION:

The Washington County recorder kept indexes to mining claims in several formats. From 1970-1992 she kept a hand written index which lists claims alphabetically by claim name and includes names of locators, date of location, date of recording, entry number and mining district. She repeated the same information, presenting the same data alphabetically by names of locators. This information in this index is repeated in an electronic index, which provides the same information and also indicates the last date of any action on the claim. Computer printouts have been microfilmed in several formats, including alphabetically by claim name, by claimant name, and as a list of patented mines. A hard copy of the list of patented mines is also presented as a microfilm copy of a set of 3x5 cards.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 12.

AUTHORIZED: 06/19/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23730

TITLE: Mining claims indexes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23680

4

TITLE: Mining plats

DATES: [ca. 1925]

ARRANGEMENT: Alphabetical by mining district.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains plat maps for mines in Harrisburg, Gold Strike, and Tutsagubet Mining Districts, and for mines in unorganized area. Mining plats delineate and name specific mining claims on a grid map which covers about six sections of a township. This series contains only a few plat maps and is not a complete record.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series contains plat maps identifying certain mining claims.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23468

4

TITLE: Miscellaneous records index

DATES: 1908-

ARRANGEMENT: Alphabetical by name, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

The Washington County recorder created an index to miscellaneous records. This index indicates names of grantee and grantor, dates of creation and filing, type of document, and file number. Some of the documents referred to in this index are: contracts, leases, mergers, death certificates, affidavits, city ordinances, powers of attorney, right of ways, covenants, resolutions, cemetery deeds, restrictions, bonds, orders, licenses, leases, agreements, bills of sale, oil leases, notices of noncompliance, mortgage foreclosures, president's and bishop's certificates, notices of lis pendens, letters, options, deeds, trust deeds, limited partnerships, and military discharges.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1908 through 1988.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1908 through 1988.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This index provides access to a variety of documents kept by the Washington County recorder.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23468

TITLE: Miscellaneous records index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23518

4

TITLE: Oaths of office and bonds

DATES: 1897-1930

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

The laws of Utah as adopted in 1896 required county officials to take an oath and give a bond before entering into the discharge of their duties. All official bonds were to be recorded in the office of the county recorder and filed in the office of the county clerk (Laws of Utah, 1896, chapter 81, sec 48 & 56). In the oath of office a new official swore that he would faithfully carry out the duties of his office. In the bond the new official and his sureties put up a bond for an amount determined by the county commissioners. The bond stated that if the officer neglected to perform his duties, then this money would be paid to the county, but if he did faithfully carry out his duties, then the bond would become null and void. The Washington County recorder recorded the bonds of many county officials.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23518

TITLE: Oaths of office and bonds

(continued)

APPRAISAL:

Historical

This series identifies individuals who held political office in Washington County. This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23691

4

TITLE: Official and subdivision maps

DATES: 1862-1973

ARRANGEMENT: None apparent. Map books predate individually filed maps.

ANNUAL ACCUMULATION:

DESCRIPTION:

The official and subdivision maps filed by the Washington County recorder are contained in two map books and a set of individually filed maps. The map books include survey maps for town sites, farms, fields, individual land entries and subdivisions. With a few exceptions, the filed maps are subdivision maps. All maps contain the authorizing signatures of the county surveyor and county commissioners, and for early maps, the county probate judge.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This series contains original survey maps for Washington County.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 7067

4

TITLE: Official records

DATES: i 1905-

ARRANGEMENT: Numerical by book number, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Washington County (Utah). County Recorder

SERIES: 7067

TITLE: Official records

(continued)

APPRAISAL:

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 83898

4

TITLE: Plat maps

DATES: 1962-

ARRANGEMENT: Chronological by filming year, thereunder by location.

ANNUAL ACCUMULATION:

DESCRIPTION:

Each Utah county recorder is responsible to prepare and keep current plat maps for all land within the county (Utah Code, Annotated, 1953, 17-21-21). These maps delineate property boundaries and show current property ownership. The Washington County recorder has drawn a separate map for each section within each township, and where detail required, separate maps for portions of sections and community blocks. More recent plat maps have been further broken down by community blocks and subdivisions. This series contains three complete sets of ownership plats. The first, called Old Ownership Plats, is not dated, but is calculated to reflect ownership as of 1962. The second is assumed to be current as of microfilming in 1974, and likewise the third in 1989. The 1974 and 1989 maps indicate the book and page number where a deed of acquisition was recorded. The 1989 maps include street names but not street addresses.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy

AGENCY: Washington County (Utah). County Recorder

SERIES: 83898

TITLE: Plat maps

(continued)

provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: For records beginning in 1974 and continuing to the present. Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Plat maps document property boundaries and provide historical and legal information about property ownership.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23685

4

TITLE: Powers of attorney index

DATES: 1901-1988

ARRANGEMENT: Alphabetical by initial letter of surname, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

A power of attorney is a legal document which authorizes someone to execute any conveyance of real estate as an agent or attorney for the owner. Powers of attorney are valid only after they have been acknowledged, certified and recorded (Utah Code, Annotated 57-1-8). The Washington County recorder did not keep a separate book for powers of attorney, but mixed them with deeds and other land related records. However, in accordance with Utah law (Utah Code, Annotated 17-21-6), she kept an index to powers of attorney which provides the date of filing and the book and page were recorded. This index includes both the names of property owners and designated attorneys, and indicates when and if the power of attorney was revoked.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1902 through 1988.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1902 through 1988.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This series is an index to powers of attorney in the Washington County deeds books.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23685

TITLE: Powers of attorney index

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 23251

4

TITLE: Water certificates and deeds

DATES: 1881-1958

ARRANGEMENT: Chronological by recording date.

ANNUAL ACCUMULATION:

DESCRIPTION:

For a time, the Washington County Recorder maintained separate volumes (Record Books V 2, W, W 2 and W 3) to record official documents relating to water rights and irrigation. These records include documents validating the right to use water, including water certificates, notices of appropriation, and certificates of appropriation. They include a variety of deeds conveying water rights, including quit claim deeds, warranty deeds, and agreements. They also include documents relating to disputes over water rights as they were settled by the Water Commission or by Fifth District Court. The books also contain extraneous documents. In particular, Book V 2 includes a section of powers of attorney.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 26.

AUTHORIZED: 12/20/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: For records beginning in 1881 through 1958.
Retain in State Archives permanently with authority to weed.

Microfilm duplicate: For records beginning in 1881 through 1958.
Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The deeds and certificates in this series document irrigation and water use in Washington County.

AGENCY: Washington County (Utah). County Recorder

SERIES: 23251

TITLE: Water certificates and deeds

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Recorder

SERIES: 82708

4

TITLE: Water claims index

DATES: 1908-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Washington County Recorder created a comprehensive index to documents relating to water rights. The index describes the kind of instrument, dates of creation and filing, names of grantor and grantee and name of claim. It indicates the book and page number where the documents were recorded. The documents referred to in this index include: 1) an assortment of water deeds, including warranty deeds, quit claim deeds, trust deeds, sheriff's deeds, mining deeds and administrator's deeds; 2) certification of water rights, including water certificates, affidavits and notices of appropriation, and certificates of appropriation; 3) Fifth District Court actions regarding water rights, including court decrees; 4) other documents involving water rights, including mortgages, resolutions, agreements, amendments, patents, and declarations of right of way.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 26.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1908 and continuing to the present. Retain in State Archives permanently.

Microfilm duplicate: For records beginning in 1908 and continuing to the present. Retain in State Archives permanently with authority to weed.

AGENCY: Washington County (Utah). County Recorder

SERIES: 82708

TITLE: Water claims index

(continued)

APPRAISAL:

Historical

This index provides reference to entries relating to water rights as they were recorded in a number of permanent Washington County land records series.

PRIMARY CLASSIFICATION:

Public